



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY**

Thursday, April 18, 2019

STANDING WATER AND WASTEWATER COMMITTEE REGULAR MEETING 4:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

Water and Wastewater Committee Board Members

Chair Bill Pease

Vice-Chair Bill Mayer

A. ROLL CALL

1. Call business meeting to order 4:00 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. March 21, 2019 Regular Water and Wastewater Committee DRAFT meeting minutes.

D. PRESENTATIONS

1. Water and Wastewater Update.

E. DISCUSSION ITEMS

1. Discussion Regarding Approval of the Revised Bylaws.
2. Discussion Regarding NPDES Permit, UV Disinfecting, and Denitrification.
3. Update Regarding Facility Security.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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**MINUTES OF THE REGULAR MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
THURSDAY, March 21, 2019
STANDING WATER AND WASTEWATER COMMITTEE REGULAR MEETING 4:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Water and Wastewater Committee Board Members

*Chair Bill Pease
Vice-Chair Bill Mayer*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m. – By Chair Pease.
 2. Roll Call – All Present with the exception of Water and Wastewater Manager Koehne, Project Manager Sadler, and District Water Engineer Shobe.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. February 21, 2019 Regular Water and Wastewater Committee DRAFT meeting minutes – Approved.
- D. PRESENTATIONS**
1. Water and Wastewater Update – No update.
- E. DISCUSSION ITEMS**
1. Discussion Regarding NPDES Permit, UV Disinfecting, and Denitrification.
District Engineer Harris – Provided the details regarding the NPDES Permit, UV Disinfecting, Denitrification, Master Plan and the O&M Manual. Provided handouts and the details related to the UV System (installed new UV equipment, Title 22, and the flows - high and low). Currently there are two projects in the CIP, Denitrification Project and general repairs to Plant No. 1. Other details provided regarding the UV System new regulations, the Master Plan, and the Facility Project Schedule which includes; complete Master Plan by July 2019, begin design by August/September of 2019 for Plant No. 1 upgrades, nitrate improvements, UV improvements, and the financing plan by December of 2019 (new numbers from the Master Plan). There was discussion regarding the design of the projects. Additional details provided related to finish design, secure funding for the projects by August of 2020, begin the bid process (receive bids, award construction, notice to proceed) by November or December of 2020, and finish all construction by September of 2022. There was discussion regarding the financing plan (rate study, reserves, or bonds). Further information provided regarding the details of the NPDES permit. There was discussion regarding the salinity issue, testing lab, and cost of 3 different labs. The potential plan; add to the next Board meeting or invoice Veolia for the additional lab testing cost. The discussion continued regarding the testing and the NPDES Permit, UV Disinfecting, and Denitrification will be a standing update.
- F. FUTURE DISCUSSION/AGENDA ITEMS**
- NPDES Permit, UV Disinfecting, and Denitrification.
- G. ADJOURNMENT**
1. The meeting adjourned at 5:04 p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 03-22-19

<http://www.todb.ca.gov/agendas-minutes>

DISCOVERY BAY COMMUNITY SERVICES DISTRICT
(WATER AND WASTEWATER)

COMMITTEE BYLAWS
REVISED APRIL 18, 2019

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Water and Wastewater Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to matters pertaining to the Town’s Water and Wastewater operations.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members, TODB Staff and Consultants as necessary.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings for Water and Wastewater will be held at the Community Center, 1601 Discovery Bay Boulevard and will occur monthly on the first Wednesday at 5:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

Article VIII: Officers and Rules

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

Article IX: Staff

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

Article X: Required Training

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

Article XI: Amending Bylaws

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.